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E/ECA/ICRC/HS/ENV/85/III/INF.4

June 1985
Original: ENGLISH

UNITED NATIONS
ECONOMIC AND SOCIAL COUNCIL

ECONOMIC COMMISSION FOR AFRICA

Third meeting of the Joint Intergovernmental Regional Committee on Human Settlements and Environment

Addis Ababa, Ethiopia, 22-26 July 1985

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GENERAL INFORMATION FOR PARTICIPANTS

1. Place and time of meeting

The meeting will be held in the Plenary Hall and in Committee Rooms. The opening session is scheduled for 11.00 a.m. on Monday 22 July 1985. Subsequent sessions have tentatively been scheduled for 3.00 - 6.00 p.m. on Monday, 9.00 a.m. - 13.00 p.m. and 3.00 - 6.00 p.m. on each subsequent day of the meeting.

2. Conduct of business

To facilitate Joint Committee's work it is suggested that deliberations on Human Settlements aspects and Environmental aspects may be conducted in two sub-committees I and II, respectively; while the presentation of working papers and the discussions on the findings of sub-committee I and II as well as draft resolutions may be conducted in plenary sessions. The sub-committees which may appoint their own rapporteur should be chaired by the elected Vice-Chairmen.

3. Bureau Officers

According to rules of procedures the Bureau shall consist of one Chairman, three Vice-Chairmen and a Rapporteur, each representing a subregion. Under the principle of geographical rotation the following subregions should normally provide candidates for the offices of the Bureau: North Africa, Eastern and Southern Africa, Central Africa, West Africa and the Great Lake countries. To assist delegates in the election of the Bureau members for the 1985 session, the names of countries whose representatives held office during the past sessions are given below:

Year	Section	Chairman	Vice-Chairmen	Rapporteur
1978	First IRCHS	Lesotho	Mauritius United Republic of Cameroon Libyan Arab Jamahiriya	Togo
1980	Second IRCHS	Nigeria	Swaziland Algeria Rwanda	Ethiopia
1982	First Joint IGRC/HUS/ENV	Tanzania	Gabon Senegal The Sudan	Botswana
1984	Second Joint IGRC/HUS/ENV	Burundi	Botswana Guinea Ethiopia	Djibouti

4. Registration

Participants are kindly requested to complete registration forms between 08.30 - and 10.30 a.m. on Monday. The registration desk will be located near the entrance to the Plenary Hall.

5. Cafeteria

The UNECA Cafeteria Service including the Bar is located in the New Building next to the Training and Examinations Centre. Its working hours are:

Breakfast	-	7.00 - 9.15 a.m.
Coffee break	-	10.00 - 11.00 a.m.
Lunch	-	12.00 - 2.15 p.m.
Coffee break	-	3.00 - 4.00 p.m.
Bar hours 1/	-	5.00 - 8.00 p.m.

1/ Arrangements are being made to have the bar hours coincide with the breaks of the meeting.

6. Local transportation

Transportation will be provided from downtown hotels to Africa Hall one half hour before the first scheduled meeting each morning and afternoon. At the close of the morning and afternoon sessions each day, transportation will also be available to convey delegates from Africa Hall to their hotels. Please report the name of your hotel to the staff at the registration desk.

7. Return travel reservations

Delegates are requested to reconfirm travel reservations with Ethiopian Airlines as early as possible. A branch office of Ethiopian Airlines is located in the Rotunda of Africa Hall.

8. Banking facilities

A branch of the Commercial Bank of Ethiopia is located in the Rotunda of Africa Hall. From Monday to Friday the bank is open between 8.00 and 11.00 in the mornings and between 1.00 to 4.00 in the afternoons. On Saturdays, it is open between 8.00 to 11 a.m.

At the time of writing the current rates of exchange are:

US$ 1	=	Eth. Birr	2.05
UK£	=	" "	2.50
100 French Francs	=	" "	20.90
100 German Marks	=	" "	63.75

9. Mail

Incoming mail and cables will be distributed at the meeting. Outgoing mail may be posted at the branch Post Office located in the Rotunda of Africa Hall.

10. Interpretation

Speakers are requested to observe that the microphones in the Assembly Hall and in the committee rooms are inoperative until the button has been pressed and the red light appears. In order to ensure the best possible interpretation, please speak directly into the microphone, clearly and not too fast.

11. Useful telephone numbers

Mr. Max Palade	..	44 72 00 ext. 177 or 15 14 07
Mr. O. Laye	..	44 72 00 ext. 554
Mr.N.H.A.Cole	..	44 72 00 ext. 447 or 15 80 31
Mr. L.T. Tandap	..	44 72 00 ext. 578 or 447
Mr. E.H. Clinton	..	44 72 00 ext. 576 or 447